

## CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Our Mission*  
*"Honoring California's Veterans"*



**Classification:** Stock Clerk (Salary \$2,420.00 - \$2,942.00)

**Tenure/Time Base:** Permanent, Full-time

**Location:** Veterans Home of California - Lancaster  
45211 30<sup>th</sup> Street West, Lancaster, CA 93536  
**Temporary (Approx. 1 yr.) Offices Currently At:**  
6150 Van Nuys Blvd., Van Nuys, CA 91401

**WHO SHOULD APPLY:**

**Current State employees** in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. SROA/SURPLUS PROVISIONS APPLY. Honorably discharged veterans who meet the previously stated criteria are encouraged to apply. **If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by CDVA, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board's website at <http://www.spb.ca.gov>.

**Duties and Responsibilities:**

- Issue supplies and process necessary paperwork as directed by senior warehouse staff. Deliver supplies, keep stock control records, receive incoming freight, and check orders to determine damage and quantity amounts. Count, label and stock inventory items. Keep records on stock cards and on a personal computer. Complete necessary filing. Do receiving on orders for various supplies. Set up delivery times and prepare receiving records for payment. Assist the Supervisor with purchase estimates and purchase orders. Keep running balances on materials and supplies.
- Prepare special reports for Management. Input documents, warehouse inventory, and various related information on the computer. Handle "resident issues" in a timely manner. Assist with the Warehouse inventory. Assist departmental staff in obtaining supplies best suited to their needs. Process all necessary paperwork.
- Provide assistance to users. This includes answering questions on quantity of items stocked. Maintain the automated record of warehouse accounting and update the records daily or as movement occurs for all stock items. Make local trips for purchasing of supplies. Maintain records and complete necessary paperwork. Maintain the warehouse in a good working condition.
- Perform general warehouse housekeeping. Work Pallet Jack. Provide follow-up on problems and shipment discrepancies. Schedule all outgoing freight items, and follow-up on orders not received in a timely manner. The Stock Clerk is responsible for maintaining a safe work environment, which includes safety training, safety inspections and accident prevention.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
1227 "O" Street, Room 404  
Sacramento, CA 95814  
**Attn: Jacquie Ruiz, M80#100G 08/09**

**Inquiries:**

Voice: (916) 653-2535  
TDD: (916) 653-1966

**Note:** In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#100G-08/09 on your application.

**Final Filing Date:** Until Filled